

New Jersey Office of the Attorney General

Division of Consumer Affairs New Jersey Board of Nursing 124 Halsey Street, 6th Floor, Newark, NJ 07102 www.njconsumeraffairs.gov/medical/nursing.htm



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Dear Nurse Executive:

The New Jersey Board of Nursing will soon begin sending letters to nurses whose licenses are scheduled to expire on May 31, 2007, and I am writing to ask for your assistance in our updated renewal process once again. The renewal letters will provide each licensee with a Logon ID and Password that is unique to each licensee. This information will enable the licensee to renew his or her license online via their Internet Explorer web browser.

Any licensee who chooses not to renew his or her license online will be required to request a paper renewal form by dialing into an Interactive Voice Recognition (IVR) System at (973) 273-8090. Paper renewal applications will no longer be mailed out automatically to licensees, as was the standard practice in the past. Rather, paper renewals will be mailed only to those licensees requesting them by dialing into the IVR System.

As we move forward with this initiative, we would appreciate your continued assistance by encouraging your members to renew their licenses online. Renewing a license online serves a number of purposes. Aside from the ease it affords the licensee, renewing a license online also offers the Board a cost-efficient and expeditious way of obtaining and verifying up-to-date information for the licensure database.

Please be aware that individuals who do not renew online and do not request (and complete) a paper renewal application through the IVR System in a timely manner may have their license suspended 31 days after their licenses expire and may be charged a reinstatement fee.

If you would like to discuss this matter further, please do not hesitate to contact the Executive Director of the Board of Nursing George Hebert at (973) 504-6493 or Administrative Analyst Barbara Byers at (973) 504-6502, Monday through Friday between 9 a.m. and 5 p.m. Thank you in advance for your assistance with this process.

Stephen B. Nolan
Acting Director